Esteemed supervisors and doctoral students,

we welcome those of you entering your first year of doctoral study at the CU Faculty of Science and thank the supervisors for taking on the challenging task of supervising dissertations.

In the **Individual Study Plan for PhD Students** module in the SIS, the students prepare the proposal of their individual study plans (hereinafter ISP) in conjunction with their supervisors for the whole four-year study period. This plan is then passed on by the supervisor to the subject-area board. At the end of every academic year, the same application is used for assessment and can also be used to modify the study plan based on the current needs.

While creating a study plan, it is necessary to maintain the following sequence:

a)   the supervisor enters the thesis topic in SIS and assign the work to the doctoral candidates

b)   the doctoral student creates an ISP, and, in cooperation with the supervisor, fills out the study plan and describe preparations for the doctoral thesis for each of the four years, which allows the subject-area board to evaluate the progress made by the student in completing their ISP during their studies; general requirements of the subject-area board specific for the given field are automatically added to the ISP when the plan is created, it is not necessary to enter individual requirements such as publications, conferences, etc.

c)   the supervisor approves the proposed ISP and passes it on to the subject-area board for assessment and approval on **March 20, 2024 at the latest.**

Note: The ISP cannot include courses which were already completed by the doctoral student during their bachelor's or master's degree.

CU subjects listed in the ISP must also be registered by the doctoral students in SIS using the Registration of Subjects and Schedule application for the required year during the period determined by the schedule for each academic year. Teachers then enter grades via SIS.

Approved subjects from the ISP that cannot be registered in SIS (for example courses in other universities), are entered into SIS by the registrar following submission of appropriate confirmation of course completion. After completing both types of subjects, students match records from SIS and ISP during the annual assessment. Only study duties related to the state doctoral examination and dissertation thesis shall be added to ISP. (The courses will be listed in the diploma supplement after completing the studies).

Generating ISP in SIS will be possible from Friday, March 1, 2024. The ISP must be approved by the subject-area board and the guarantor of the programme on April 30, 2024 at the latest.

Any questions concerning SIS contact Tomáš Odcházel (tomas.odchazel@natur.cuni.cz).

Thank you for your time,
Kind regards

doc. RNDr. Pavel Chromý, Ph.D. – Vice-Dean for Study Affairs
Bc. Tomáš Odcházel – SIS administrator

                                                                Prague, 22 February 2024

GUIDELINES FOR CREATING INDIVIDUAL STUDY PLANS (ISP)

The following text describes in detail the individual steps along with SIS screenshots for illustration. As the program is continually being developed, these screenshots may be slightly different than the current version.

1. Logging in to SIS

To log in to SIS, go to https://is.cuni.cz/studium, enter your user name, or possibly use your UKČO number (number on student ID under the photograph), and CAS password. To generate (and assess) ISPs, supervisors are assigned the role of Teacher or Supervisor by the Faculty of Science, instructions for switching roles can be found at https://is.cuni.cz/studium/help/stev/stev_059.png.

The different ways to get a CAS password are described at http://www.cuni.cz/UK-4442.html. If you have not yet been assigned a role as teacher or supervisor for the Faculty of Science, or you want to know your personal ID number (UKČO), contact the SIS Coordinator at the department of your supervisor.

2. Assignment of dissertation topics by the supervisor

After logging in to SIS click on **Listing of thesis topics.** Supervisors assign theses in the role of Teacher or PGS Supervisor.

Then select the *New Work* menu and in particular fill in the following items (see Fig. 3). We recommend not providing thesis annotations, because the information listed here is publicly accessible (and searchable) on the Internet, unlike the details specified in the ISP application:

- **Topic/Title of thesis –**one change in ISPs is that in the Topic of Thesis field you now enter the title of thesis as assigned (immediately check for any typos). That means as soon as a student is assigned a thesis by the supervisor, you copy the current title of the thesis into the Topic of Thesis field, and this then does not change. The title of the thesis can be specified as needed during the course of study, when creating the annual assessment the current title of the thesis is always saved, while the plan retains the original title. Don't forget to also make entries in English. In case of an essential change of content of the thesis please contact the officer for study affairs.
- **Academic year listed –** the current academic year is always filled in automatically
- **Type of thesis –** doctoral thesis
- **Language of thesis –** we recommend filling this in; if necessary it can be changed
- **Institute –** this is always already filled in depending on the user who is logged in (if you would like to change this, contact the SIS administrator – Tomáš Odcházel)
- **Supervisor –** filled in automatically
- **Investigator –** after clicking on the magnifying glass you will choose a student (we recommend setting the filter to just surname, the type of study is automatically restricted based on type of thesis (Fig. 1).

Fig. 1:   Selection of student and thesis assignment

- ▪ **Consultant (advisor) –** in the event that the student will work on the thesis in cooperation with another teacher or external specialist and the subject-area board agrees to this, you will add a consultant to the thesis in the same way as adding the student. All information recorded for the person is displayed by "mousing" over the thumbnail picture (see the red arrow in Fig. 2). If the desired consultant is not yet entered in SIS, contact the department employee in charge of the WhoIS agenda and ask for the consultant to be entered into the WhoIs app (after which they will automatically listed in SIS)

  The consultant will only be listed in the student's ISP if the consultant is listed for the doctoral thesis **at the moment the ISP was created**.

Fig. 2:   Selecting a consultant

Don't forget to save all changes into the database – the ***Save button*** is at the very bottom of the page**.**

You can add or edit information by clicking on *Edit thesis information* by selecting from the menu at the bottom of the window or the 📝 icon on the right-hand side of the thesis detail display.

Fig. 3:   Creating and editing dissertations

After checking the settings for Type of thesis, Academic year assigned, Supervisor and person conducting the work, click on ***Confirm*** to assign the thesis to the student (Fig. 4). The aforementioned items can no longer be changed and assignment of the thesis to the student can only be cancelled by the registrar. For further steps it is necessary for the thesis to be assigned to the student. The date on which the thesis was assigned to the student is listed in the thesis record in the column *Assigned*.

Fig. 4:   Binding assignment of thesis

Creation of an ISP by the student

a) Creating an ISP

After logging in to SIS, the doctoral student clicks on the   **Individual study plan for PhD. Students** module.

If the doctoral student is not yet registered for a doctoral thesis, a red X is displayed (see the upper part of Fig. 5). After the student logs in to the thesis, the icon changes to (bottom part of Fig. 5), but the plan may only be created after the binding assignment of the thesis (just having the thesis assigned is not enough – see above).

	Plan ↓↑	Given and last name ↓↑	Study status ↓↑	Year of admission ↓↑	Study branch ↓↑	Supervisor ↓↑	Advisor ↓↑
✕	Plan is not created	Pan Testovací	studying	2022	D-ABOTA	prof. RNDr. Tomáš	Mgr. Lenka Martin
	Plan ↓↑	Given and last name ↓↑	Study status ↓↑	Year of admission ↓↑	Study branch ↓↑	Supervisor ↓↑	Advisor ↓↑
	Plan is not created	Pan Testovací	studying	2022	D-ABOTA	prof. RNDr. Tomáš	Mgr. Lenka Martinál

Fig. 5:   Creating the study plan

After clicking on the altered icon ( ), details of the ISP created are displayed. The header lists all basic information about the doctoral student, the subject-area board chairperson, supervisor, consultant and current status of the plan. Details are displayed after clicking on the "plus" button of the particular line (Fig. 6). If the supervisor or consultant is designated "external" in the Tajemník program, (i.e. the corresponding field is checked), instead of the department assigned at the faculty, one line of the plan PDF lists the Faculty/Workplace, Street, Postal Code and City from the Tajemník program. We recommend **checking and adding** this data. Once it is added in the Tajemník program, it is automatically updated in the study plan.

Plan details - PROPOSAL
+ Student: Pan Testovací (ID: "759782") ⚠
+ SAB Chair: prof. RNDr. Tomáš
− Supervisor (26.09.2022 - stays): prof. RNDr. Tomáš
Full name: prof. RNDr. Tomáš
E-mail: @natur.cuni.cz
Department: Department of Botany (1200)
+ Advisor (26.09.2022 - stays): Mgr. Lenka Martin
+ Status of plan (ID: "22332")
+ History of statements and reasons for returning the individual study plan

Fig. 6:   Header of study plan details

b) Course of study

Here students enter their four-year study plan (Fig. 7). The entered text is unformatted, so we recommend dividing it into individual lines for greater clarity.

− Course of study		
Title, details	**Commentary**	**Year of insertion**
1. year: I will take the following courses: Cells and Tissues in vitro, Progress in molecular biology and genetics and RNA structure and function. 2. year: I will take the following courses: Epigenetics, Grant Application Strategy and Proteins of Signaling Cascades. 3. year: I will take the state exam. 4. year: I will try defend my tesis.		2018/2019

Fig. 7:   Editing the text field

c) Doctoral thesis and procedure for preparing the doctoral thesis

This part of the ISP displays the assigned doctoral thesis. After clicking on the edit icon (🖉), the doctoral student will provide a brief introduction and then the planned progress in the processing of the dissertation (see Fig. 8). During the annual assessment this plan can be modified based on the results achieved.

d) General requirements specific for the given field

The subject-area board requirements for all incoming students are automatically added to all study plans of the given field (see Fig. 8). Since all requirements that must be met by the student are listed automatically, it is not necessary in advance to enter any type of requirement other than subjects. Publications, conferences, internships etc. are added by the student once completed when they prepare the annual assessment of the ISP.

Dissertation and progress on the dissertation

	Type	Title, details	Commentary	Year of insertion
	doctoral dissertation	▤ Testovací		2022/2023
🖉	progress on the doctoral dissertation	Tématem disertační práce je .... Co a kdy		2022/2023

State doctoral exam and doctoral dissertation defence

Type	Code	Title, details	Ac. year	Commentary
thesis defence	MDISE001	Doctoral thesis	2025/2026	
Doctoral exam	MSZXB004	Botany	--- ⌄	
			2022/2023	
			2023/2024	
			2024/2025	
			2025/2026	

Course of study

	Title, details	Commentary	Year of insertion
🖉	1. rok - složení zkoušek z odborných předmětů (Genetické metody v zoologii, Malakologie) 2. rok - složení zkoušek z odborných předmětů, účast na mezinárodní studentské konferenci, složení státní doktorské zkoušky) 3. rok - příprava publikace 4. rok - příprava publikace a finalizace dizertační práce		2022/2023

List of duties

		Type	Code	Title, details	Ac. year	Semester	Commentary		Year of insertion	
🗎	🖉	course	MB150C03	Biochemistry - a practical course	2022/2023	summer			2022/2023	⑦
🗎	🖉	course	MC260C30A	Advanced Practical Class in Physical and Macromolecular Chemistry	2023/2024	summer			2022/2023	⑦
🗎	🖉	course	MC260C45M	Practical Course in Physical Chemistry (for teachers)	2023/2024	winter			2022/2023	⑦

add ⦿ course ○ course description ○ publication ○ conference ○ internship ○ other ○ sets of courses

Duties specific for the branch

Fig. 8:   Details and structure of the study plan

e) Requirements concluding with a final examination or grade – subjects

These requirements conclude with an examination (including state doctoral examinations), grade (e.g. acquiring certification), colloquium etc.; they have their counterparts in subjects entered in SIS in the Student program and once completed can be "matched" during the annual assessment.

- **Subject** – a subject already appearing in CU SIS which has been assigned a code; codes of state doctoral examinations begin with the letters MSZX and names are identical with the field studied.
- **Note**: The doctoral students are supposed to primarily choose from the doctoral study courses. They are not permitted to register a course which they have already completed during their previous study into the ISP.
- **Description of subject** – a special subject or similar requirement that is not in the CU SIS course list (e.g. subjects taught outside CU, special courses ending in certification). After submitting confirmation of course completion to the Department of Student Affairs the particular course will be assigned a code. Please enter additional details about the course to the field "specification of requirements" (Fig. 9): *exact name of the subject, name of subject in English, code of subject (if one exists), language of instruction, university, faculty and guarantor, instructor or examiner for the subject (if known), semester of instruction (if known), and manner of examination (grade/test).*

Fig. 9: Filling in requirements for Description of Subject

A subject can be added by either directly entering the code or using the magnifying glass button (Fig. 10) and searching the CU database by faculty, department or part of name and code; confirm your selection by clicking on the green arrow (Fig. 11). Then select the planned academic year the given requirement will be met.

Fig. 10: Adding a subject

CU subjects listed in the ISP must also be entered in SIS using the **Registration of Subjects and Schedule** application for the given year. After completing subjects that are part of the ISP, records are "matched" during the annual assessment.

Fig. 11: Selecting a subject from the CU database

f) State doctoral examination and Defence of dissertation thesis

Newly a part with specific subjects – thesis defence and state doctoral examination – is according to the student´s study program automatically added to his/her ISP (pict.12)

Obr. 12: The subjects of State doctoral exam and Thesis defence

g) Sending the plan to the supervisor

All parts of the plan can be edited or deleted using the icon on the left-hand side of the table (Fig. 8). Once the plan has been created, the proposed ISP plan must be sent to the supervisor. Go to the scroll-down menu at the bottom of the screen and select *Send plan to supervisor*, then click *Execute* (Fig. 13).

Fig. 13: Sending the plan to the supervisor

The supervisor will automatically be notified by e-mail that the plan of his/her doctoral student is ready for review. It is possible that the supervisor may ask the doctoral student to make some modifications or additions to the ISP proposal. In such a case, the student will be notified by e-mail, will make the required changes, and send the plan back to the supervisor.

4. Approval of the ISP by the supervisor

The supervisor will be notified by e-mail of the ISP prepared by the given doctoral candidate. Information on logging in to SIS is given in section 1. In the role of Teacher and Supervisor or PGS Supervisor, it is necessary to select the 👤**Individual Study Plan of PhD. Students** module**.** The filter will display the students of the particular supervisor. To search more quickly we recommend setting the *Year commencing study* to the current academic year, i.e. 2023/24, otherwise all doctoral students of the given supervisor will be displayed (Fig. 14). Students just starting to create their ISP will see in the *Plan Status* column that this is a proposal. Clicking on the 📄 icon in the particular row will open the ISP proposal of the doctoral student.

Using the scroll-down menu at the bottom of the screen the supervisor can select *evaluate proposed ISP* (Fig. 15) and in the text field add commentary that will then be displayed in the Plan Status header (see Fig. 6). If it is necessary to return the proposal to the doctoral student to be revised or supplemented, the supervisor will select *return plan to student* and in the text window give instructions for the student. This text is then displayed in the next header (History of reasons for returning the individual study plan – Fig. 6). It is advised to include the date until which the doctoral student is supposed to send the amended ISP proposal back to the supervisor. (The supervisor is then required to send the ISP proposal to the subject-area board during the previously specified period.)

Fig. 14: List of students

The last step is always submission of the plan to the subject-area board for evaluation (*sending the plan to the subject-area board*).

Fig. 15: Supervisor options

For clarity, the "Responsibility (proposal of plan)" column in the list of doctoral students always lists current information regarding the responsibilities of the given person (student – supervisor – subject-area board).